

**City of El Paso  
Engineering Department**

**ARCHITECT/ENGINEER/LAND SURVEYOR PROFESSIONAL  
SERVICES**

**PRE-QUALIFICATION APPLICATION**

**Information collected, assembled or maintained by the City pursuant to law or in connection with the transaction of official business is subject to disclosure under the Texas Public Information Act. Firms must clearly identify and mark any information which it believes is excepted from disclosure pursuant to the Act which is codified in Texas Government Code Annotated, Chapter 552 (Vernon's) or other applicable law.**

**OVERVIEW**

**The City of El Paso requires that any firm performing professional services for the City is pre-qualified for such professional services. In order to be selected for an architectural, engineering or land surveying services project, a firm must be pre-qualified by the closing date on any project submittal.**

To be pre-qualified, firms must complete the pre-qualification application process. The information presented shall objectively demonstrate that the firm has the capacity to perform at or above the standards set by such profession and by the city in its contracts. A firm may update pre-qualification information at any time, but it is the sole responsibility of the firm to maintain current records with the City. Failure to update records as necessary may result in the determination of non-responsiveness of any submittal. Upon the granting of pre-qualification, annual renewal shall be required.

The City has a maximum of thirty (30) days to review a pre-qualification application once it has been submitted. While firms engaged in seeking such pre-qualification may provide submittals and presentations, pursuant to the selection procedure, no agreement for professional services may be executed with a firm that has not been pre-qualified.

## **REQUIREMENTS**

**The City of El Paso pre-qualifies firms in the following Disciplines:**

- 1. Civil Engineering**
- 2. Electrical Engineering**
- 3. Environmental Engineering**
- 4. Geotechnical & Materials Testing**
- 5. Mechanical Engineering**
- 6. Structural Engineering**
- 7. Architecture**
- 8. Landscape Architecture**
- 9. Professional Land Surveying**
- 10. Project Management**
- 11. Construction Management**
- 12. Special Projects**

Pursuant to the El Paso Municipal Code Section 2.88 et. seq., a firm must be pre-qualified in order to execute an agreement for a professional services for municipal projects.

**Please note that a separate submission packet will be required for each discipline.**

Submissions shall be limited to **twenty (20) (eight and one half (8.5) by eleven (11) inch) typed, double-spaced pages.**

Submittals may include photographs or illustrations, and may be provided in color. Each page of the pre-qualification submittal, regardless of its content, shall constitute one (1) page for purposes of determination of compliance with the twenty (20) page restriction. Submissions including content on both sides of one (1) page shall be considered two (2) pages, with regard to the twenty (20) page restriction.

Submissions shall be subject to the Texas Public Information Act, Texas Government Code, Section 552 et. seq. Any change in information must be made available to the City as soon as reasonably possible.

The City Engineer, or designee shall review qualifications for compliance with the following requirements.

**General Information**

- Primary contact for the submittal
- Street Address
- Telephone number
- Fax number
- E-mail address, if applicable
- Web address, if applicable

**Firm Information**

- Name and date of formation
- Previous firm names, if applicable
- Location of all company offices
- Date of opening of El Paso office, if applicable
- Principals and personnel by discipline
- Technical resources, including CADD capabilities, etc.

**Key Personnel**

Designate the project manager, in addition to other primary staff members, that would be assigned to work on City of El Paso projects and summarize their qualifications. Provide copies of each license for each licensed member of the firm's staff.

**Related Experience and References**

Submit a list of projects illustrating comparable municipal experience, including any contracts with the City of El Paso, undertaken during the past five (5) years by the project manager and key personnel described above. Include any work done by the firm as a Prime Consultant for the City in the last five (5) years. Include the experience of any Project Managers within the firm that has provided work as a Prime Consultant for the City in the last five (5) years. State the role of other key personnel in the project. For these projects, include the following detailed information:

- a. Project title
- b. Location
- c. Name of client, including contact reference and current telephone number
- d. Key project dates
- e. Size of project, including brief description of the project
- f. Original construction budget, final construction budget and type and size of change orders
- g. Include any related experience occurring at a prior firm and if applicable, include the name of that firm. Please clearly indicate which projects were completed under the auspices of prior firms

The City of El Paso is accepting Pre-Qualification Applications from firms in the following disciplines:

- 1. Civil Engineering**
- 2. Electrical Engineering**
- 3. Environmental Engineering**
- 4. Geotechnical & Materials Testing**
- 5. Mechanical Engineering**
- 6. Structural Engineering**
- 7. Architecture**
- 8. Landscape Architecture**
- 9. Professional Land Surveying**
- 10. Project Management**
- 11. Construction Management**
- 12. Special Projects**

Pre-Qualification Requirements Application will be available beginning Monday, March 8, 2004, from Ms. Irene Ramirez, P.E., at the Engineering Department, 4th Floor, City Hall, 2 Civic Center Plaza, phone (915) 541-4431. Consultants must submit ten (10) copies of submittals as per pre-qualification requirements.

Irene Ramirez, P.E.,  
Engineering Department  
2 Civic Center Plaza  
El Paso, Texas 79901

If you have any questions, call Ms. Ramirez, P. E. at (915) 541-4431.  
E-mail: [ramirezid@ci.el-paso.tx.us](mailto:ramirezid@ci.el-paso.tx.us)